



U.S. Department of Transportation
**Federal Motor Carrier Safety
Administration**

PSP DRIVER DISCLOSURE & AUTHORIZATION AUDITS

ENSURE YOU ARE IN COMPLIANCE

The Federal Motor Carrier Safety Administration (FMCSA) Pre-Employment Screening Program (PSP) helps motor carriers review drivers' crash and safety records during the hiring process. Public Law 109-59, Section 4117 of the act known as SAFETEA-LU specifies that a company may not access a PSP record without first obtaining the written disclosure and authorization of the driver in accordance with the Fair Credit Reporting Act. Compliance is as easy as 1, 2, 3.

1. IMPLEMENT THE FMCSA-REQUIRED DRIVER WRITTEN DISCLOSURE & AUTHORIZATION FORM.

- FMCSA authored language for the driver written disclosure & authorization form that all PSP account holders must use.
- The disclosure & authorization form may NOT be combined with any other documents.
 - The disclosure and authorization form must be a stand-alone document.
- Both electronic and paper forms are acceptable.
- Account holders can download the required driver disclosure & authorization form at:
<http://www.psp.fmcsa.dot.gov/psp/Documents/PSPDisclosureandAuthorizationForm.pdf>

2. RETAIN THE SIGNED DRIVER WRITTEN DISCLOSURE & AUTHORIZATION FORM FOR AT LEAST THREE YEARS.

- According to the PSP account holder agreement, each account holder must keep a driver's disclosure & authorization form for a minimum of three years.
- Disclosure & authorization forms must be kept whether the driver was hired or not.

3. RESPOND TO ALL AUDIT REQUESTS.

- Each month, a random sampling of account holders are selected for audit. Up to 3 specific driver written disclosure & authorization forms are requested.
- Account holders are notified via email. Follow up phone calls will be placed to account holders who do not respond to the audit in a timely manner.
- Submit the driver disclosure & authorization forms by email (PSPhelp@egov.com), by fax (1-703-841-6370), or directly on the PSP website.

AUDIT INFORMATION

- Account holders who are unable to submit all required forms are subject to penalties.
- General questions regarding PSP audits are found on the FAQ website at <https://www.psp.fmcsa.dot.gov/psp/FAQ.aspx>.
- PSP customer support can be reached for specific questions at 1-877-642-9499, Monday - Thursday, 8 AM - 6 PM and Friday, 8 AM - 5 PM ET.

ACCESS PSP RECORDS TODAY

<https://www.psp.fmcsa.dot.gov>